

**MINNESOTA DISTRICT COURT  
SEVENTH AND EIGHTH JUDICIAL DISTRICT**

**INFORMATION TECHNOLOGY SPECIALIST II  
Position #01007655**

<b>DEPARTMENT/LOCATION</b>	<b>HOURS OF WORK</b>	<b>TYPE OF RECRUITMENT</b>
Seventh and Eighth Judicial District Administration	8:00 a.m. to 4:30 p.m. Full-time Monday – Friday	Internal and External

The Seventh and Eight Judicial Districts are seeking to fill an Information Technology Specialist II position. **This is a professional and technical position involving analysis, design, development, enhancement, installation, support and maintenance of complex computer applications in a networked PC environment.** The primary work location for the person hired to fill this position will be in the Eighth Judicial District office located in Willmar, Minnesota. Travel within the two district area is required.

**RESPONSIBILITIES:**

- Implement, maintain, and support information technology systems, programs, and networks.
- Respond to Service Desk tickets dealing with PC hardware and software issues.
- Coordinate Server and PC configurations, installation and repair.
- Keep abreast and knowledgeable of changes in networking technologies in PC and LAN/WAN network, software, and data communication.
- Provide network administration and coordinate the installation and maintenance of networking applications, hardware and software.
- Responsible for courtroom technology, including sound integration, telephone conferencing and ITV
- Participate in the design, development, testing, coordination, maintenance, and problem resolution of complex computer systems and data models.

**QUALIFICATIONS:**

- High School diploma required; Associate's degree in computer sciences or related field or Bachelor's degree desirable.
- 3 years experience in LAN/WAN installation/configuration and modification, which includes system design, training and technical assistance to user groups.
- Strong knowledge of Microsoft Operating Systems and products that include Microsoft Server 2003, Windows XP, and Microsoft Office software.
- Knowledge in the area of Network Security, IIS, LanDesk, and Active Directory is desirable.
- Excellent communication, organization, documentation, and problem solving skills.
- Self-directed, motivated, and capable of taking a lead role in projects or assignments, project management experience preferred.
- Valid Minnesota driver's license.
- Successful applicant will be required to pass a criminal background check.

**SALARY RANGE & BENEFITS:** \$19.34 to \$29.96 per hour. Starting salary is dependent upon qualifications. Excellent State of MN benefits package.

**APPLICATION DEADLINE:** March 5, 2008

**TO APPLY:** Submit a completed application form, cover letter and resume to the address below or email documents to [mary.stock@courts.state.mn.us](mailto:mary.stock@courts.state.mn.us). To request an employment application form, please call 320-656-6555 or download from [www.mncourts.gov](http://www.mncourts.gov).

District Administration  
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EOE